

**OPAS Lite** 

#### **Overview**

To access OPAS LITE, go to:

https://OPASTest.faa.gov/OPASLite

If you are using a web browser, you will automatically be directed to the Desktop view.

If you are using a tablet or mobile device, you will be directed to the Mobile view.



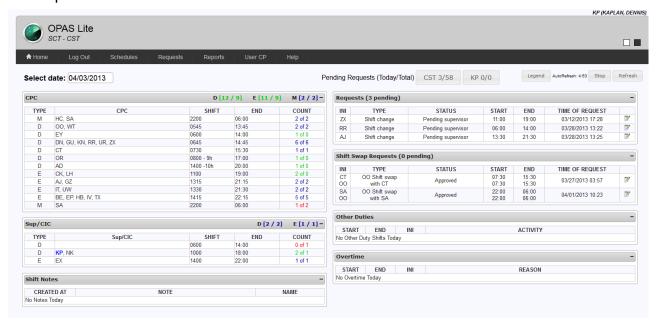
Enter in your NextGen Username and Password to log in.

The Day of Operations page will load upon login



The Home tab automatically opens up the Day of Operation to today's date.

Panels on the page can be minimized or maximized by selecting the -/+ at the top right of the panel. You can also move around panels by left-clicking, dragging and dropping based on your personal preference.



#### Page Refresh

The Day of Operations page is set to automatically refresh every 5 minutes to load any new data.

You can stop this process by selecting Stop in the top right of the page. You can also refresh the page at any time by selecting Refresh. This will load any new data or changes made to the page.

## **Pending Requests**

The Day of Operations page will display the total number of pending requests in your facility or area and your total number of pending requests.



**★** Home Log Out User CP Schedules Requests Reports Help

### CPC and Sup/CIC Panel

The CPC and Sup/CIC Panels display the coverage shifts being worked. The top right of each panel will display the demand for each shift category. If you are working coverage, your operating initials will appear in blue bolded font.

Each line in the panel will display the Shift name, along with that shift's end time, who is working and demand for that shift.

### Shift Notes Panel

If any shift notes have been created in OPAS, they will be displayed in the Shift Notes panel.

You will be unable to create or edit notes in the current iteration of OPAS Lite.

### Requests Panel

The Requests panel will display all pending, approved and denied requests for the day. The title of the panel will indicate how many pending requests are for the day.

Each row will display relevant information about the

request, including who it is by, its status, details and the time of the request.

Requests you are able view additional details about will be indicated by a in the right column in the panel.

## View Request

Left-clicking on a request indicated with a notepad icon W will open up the details of the request.

The dialog box that opens will provide additional information about the request.

Depending on the request's status and your authorization, you will be able to perform various

actions on the request, such as: Delete Approve Deny Edit

## Approve/Deny Requests

Left-clicking on a pending request indicated with a notepad icon will open up the details of the request.

Review the details of the request and select Approve or Deny and any work rules potentially being violated by the decision will be triggered.

Confirm the approval or denial by selecting Submit.

A banner will drop down from the top of your browser to indicate that your action has gone in.

Sup/0	CIC	D [	E[1/1]-		
TYPE	Sup/CIC	SHIFT	END	COUNT	
D		0600	14:00	0 of 1	
D	EX, NK	1000	18:00	2 of 1	
Е	IZ	1400	22:00	1 of 1	

Shift Notes						
CREATED AT	NOTE	NAME				
No Notes Today						

23:00 14:30 18:00 15:37 19:00 22:15 15:00

TIME OF REQUEST

03/26/2013 16:3

06/07/2013 09:24

06/07/2013 09:25 06/07/2013 10:10 06/07/2013 12:20

06/07/2013 12:22

06/07/2013 12:29

06/07/2013 09:25

STATUS

Pending supervisor Pending supervisor Pending supervisor Pending supervisor Pending supervisor

Pending supervisor

Pending approval by KD

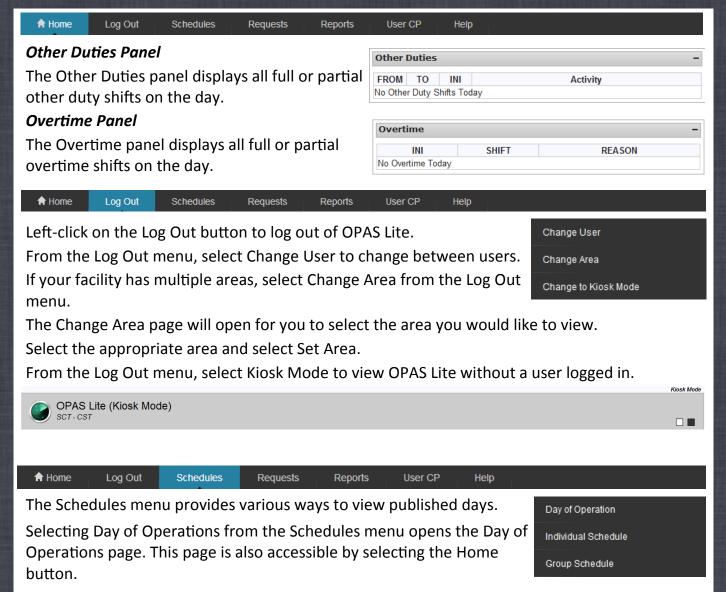
Other duties

Leave Shift change Leave Shift change

Shift change Shift change







Selecting Group Schedule from the Schedules menu opens the Group Schedule page.

This page will provide a grid view of all employees in your facility or area for two weeks at a time, depending on the size of your browser.

	Thu 03/28	Fri 03/29	Sat 03/30	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11
AD (ARAB, MAJID)	0900~	RDO	RDO	RDO	1200~	1200~	1000~	0900~	RDO	RDO	RDO	RDO	1400	1330	0645
CT (THOMAS, ARTHUR)	RDO	RDO	1415	1315	0645	1500	0730	RDO	RDO	1500	1315	1100	0730	0645	RDO
DN (BURNETT, DANIEL)	RDO	RDO	1500	1415	1330	0645	0645	RDO	RDO	1415	1415	1330	0600	0645	RDO
EA (QUINN, FONTAE)	RDO	1315	0645	0545	0545	RDO	RDO	1415	1415	0645	2354~	2200	RDO	RDO	1415



 ♠ Home
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 Schedules
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The Requests menu allows you make any type of request. Any request entered is subject to all of the work rules of OPAS.

The request dialog date will default to the date you are viewing in the Day of Operations page.

Supervisors or CICs are able to submit proxy requests by using the Proxy Employee dropdown in each request dialog.

A banner will drop down from the top of your browser to indicate that any request has been submitted.

Leave / Absence

Shift Change

Shift Swap

Other Duties

RDO Change

Multiple Action

**Absence Request Successfully submitted** 

### Leave/Absence

- 1. Drop down the "Absence Type" and select the type of leave you would like to request.
- 2. "Full Shift" is pre-checked. If you would like to enter in a partial day shift, unselect it and enter in the times you wish the request to be.
- 3. Select "Multiple Days" if your request is more than one day and enter the End Date of the request.
- 4. Add comments, as appropriate.
- 5. Select "Submit" to submit the request.
- 6. Selecting "Yes, Proceed" to submit the request.

# Shift Change

- 1. Your shift start time will display on that day.
- 2. Enter in the shift time and shift duration you wish to request.
- 3. Add notes, as appropriate.
- 4. If you would like to Split Shift, select the checkbox. Indicate when you would like the split to begin and the split's duration.
- 5. Select "Submit" to submit the request.
- 6. Selecting "Yes, Proceed" to submit the request.

## **Shift Swaps**

- 1. Your shift start time will display on that day.
- 2. Drop down the select "Shift Swap With" and find the employee you wish to swap with.
- 3. Add notes, as appropriate.
- 4. Select "Submit" to submit the request.
- 5. Selecting "Yes, Proceed" to submit the request.



**Employee Requests** 

All Pending Requests

Leave Calendar

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#### RDO Change

- 1. Using the arrows at the beginning or end of the week you would like to enter and RDO Change for.
- 2. Click on an already assigned shift to request RDO for that day. That day will read "New RDO".
- 3. Click on an RDO to request a shift to be worked on that day. Enter in the details of the shift you would like to work including Shift Start Time and Requested Duration.
- 4. Select "Submit" to submit the request.
- 5. Selecting "Yes, Proceed" to submit the request.

### **Multiple Action**

- 1. Enter the date that you would like to submit a Multiple Action request using the calendar icon.
- 2. Include detailed actionable instructions for the Supervisor or CIC.
- 3. Add notes, as appropriate.
- 4. Select Submit to submit the request.
- 5. Selecting "Yes, Proceed" to submit the request.



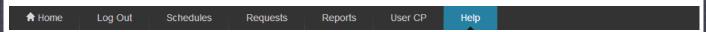
The Reports menu provides users will additional information regarding their requests and published schedules.

### **Employee Requests**

From the Reports menu select "Employee Requests" to see all requests you have in OPAS.

#### All Pending Requests

From the Reports menu select "All Pending Requests" to see all pending requests in OPAS for your facility and area.



Select Help to view step by step instruction on how to perform any function within OPAS Lite.

mOPAS-Lite

If you are using a tablet or mobile device, you will be directed to the Mobile view. Mobile OPAS contains CPC specific functions. You can view the Mobile site by selecting the Mobile View bottom at the bottom of any page.

Select the Desktop view button at the bottom of any page to view OPAS Lite.

Mobile View

**Desktop View**